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DD/S&T-1325-64

24 April 1964

MEMORANDUM FOR: Assistant Director, OEL
Assistant Director, OSA
Assistant Director, ORD
Assistant Director, OSI
Assistant Director, OCS
Director, FMSAC

SUBJECT: Meetings Regarding Status of Office Funds

1. In order to place DD/S&T in the best possible position for year-end monies which might become available, there will be a series of meetings with individual Office representatives to discuss remaining Office funds and the plans for their use. These meetings will be similar to previous ones except that statements and tables of dollar amounts may replace the bar charts and line graphs.

2. In addition, the status of contracts awaiting approval or under negotiation will be reviewed. Offices and the Admin Staff should have available the most current information possible on the status of requisitions yet to be forwarded, or in process in the Office of Logistics.

3. The schedule for these meetings is 6 May:

1000-1030 - OEL
1030-1100 - OSA
1100-1130 - ORD
1130-1145 - OSI
1145-1200 - FMSAC
1200-1215 - OCS

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Chief, Plans and Programs
DD/S&T

cc: Executive Officer, DD/S&T
Chief, Admin Staff, DD/S&T

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